

**State of Missouri
Office of Administration
Division of Purchasing and Materials Management**

Job Announcement

Position: Receptionist
Issue Date: November 18, 2008
Closing Date: December 18, 2008
Salary: \$890.50 - \$1,188.50 per pay period (\$21,372.00 to \$28,524.00 annually)
Commensurate with experience
LOCATION: Jefferson City, MO

JOB DESCRIPTION:

The Division of Purchasing and Materials Management (DPMM) seeks to hire a qualified individual to serve as a receptionist/information clerk. This position requires frequent contact with customers, other state agencies or departments and the general public. Responsibilities include assisting the public in person and by telephone; processes and distributes mail; prepares material for mailing; maintains filing systems; compiles data from a variety of sources in accordance with specific instructions or procedures; enters, updates and/or retrieves information utilizing automated systems; and performing other related work as assigned, all in accordance with previously established office procedures.

The successful applicant must be able to carry out all assignments accurately and in a timely manner. The applicant must work independently without close supervision and must be able to work well under time deadlines and with frequent interruptions. The successful applicant must have excellent communication skills and be capable of handling public inquiries professionally, with accuracy and courtesy. Working hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday.

KNOWLEDGE, SKILLS AND ABILITIES:

Intermediate knowledge of office practices, procedures, and equipment.

Intermediate knowledge of business math computations, grammar, composition, and spelling.

Intermediate knowledge of computer information systems and software.

Skill in the use of a keyboard.

Ability to apply and interpret agency policies and procedures.

Ability to prepare and maintain moderately complex records and reports; use coding and filing systems; and retrieve and compile data

Ability to make and apply routine decisions in accordance with policies and procedures.

Ability to establish and maintain effective working relationships with co-workers and the public.

Ability to complete assignments accurately within specified timeframes.

EXPERIENCE AND EDUCATION:

One year or more experience in clerical or general office support work; and possession of a high school diploma or GED certificate.

BENEFITS:

Missouri State Employee Retirement System (MOSERS) provides retirement, life insurance, survivor and disability benefits; Missouri Consolidated Healthcare Plan (MCHCP) provides medical, vision, dental and Employee Assistance Program benefits (some of these benefits may not be available in all areas of the state); Missouri Deferred Compensation Plan (CitiStreet); Missouri Cafeteria Plan; Missouri Voluntary Life Insurance; 15 days paid annual leave per year for new full-time employees (accrual rates increase with years of service); 15 days paid sick leave per year.

APPLICATION PROCESS:

Interested applicants should submit a cover letter and resume by the closing date to:

Libby Shivers
DPMM
PO Box 809
Jefferson City, MO 65102

If you prefer, you may email requested items to purchmail@oa.mo.gov